



Job Title	City Attorney Division Chief	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	8	Job Code	17631

Class Specification – City Attorney Division Chief

Summary Statement:

The purpose of this position is to oversee and supervise a division of the City Attorney’s Office. This is accomplished by leading and mentoring a team of division attorneys and paralegals in the fulfillment of the division’s function as well as advising and representing the City and its elected officials, departments, enterprises, employees, and boards and commissions regarding matters within the scope of the division.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	The legal service work component will vary depending upon the scope of services provided by the division. If within the division’s function, this position advises, advocates, negotiates, and evaluates legal matters on behalf of the City and its elected officials, departments, enterprises, employees, and boards and commissions. Duties may include drafting legal documents, conducting legal research, analyzing facts and laws, appearing in court or in administrative hearings, reviewing and revising documents prepared by division attorneys and paralegals, and managing outside counsel.
25%	Oversee the management of the day-to-day operations of a division and provide guidance, direction, and supervision of division attorneys and paralegals in the performance of division functions. This may be done through regular staff meetings, individual meetings, assignment of matters, discussion of strategy, conducting performance reviews, and other duties as assigned by the City Attorney and the Deputy City Attorney. Ensure the effective and efficient representation of the City and its enterprises.



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Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding strategy or policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: J.D. or L.L.B. from an ABA accredited law school.

Experience: Ten years of demonstrated legal experience in the area of law covered by the Division, admission to the Colorado Bar as an attorney in good standing. Within the past 5 years, the Litigation Division Chief must have a minimum of three (3) years of continual civil litigation experience in both federal and state courts.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Admission to Colorado State Bar	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Work requires managing and monitoring work performance of the attorneys and paralegals in a division of the City Attorney’s Office including evaluating program/work objectives and effectiveness, establishing broad organizational goals, and realigning work and staffing assignments for the department.

Supervision Received: Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Occasionally
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, legal specific software, and on-line legal research tools.



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The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: November 2014